

JOB DESCRIPTION

TOWN ADMINISTRATOR

Immediate Supervisor:

Town Board Chair

Classification:

Full-time

The Town Administrator is responsible only to the Town Board for the proper administration of the business affairs of the Town, pursuant to the statutes of the State of Wisconsin, the ordinances of the Town of La Pointe, and the resolutions and directives of the Board. This includes budget management, personnel management, department oversight, internal affairs and external relations. The Administrator implements and oversees policies crafted by the Town Board.

(A) GENERAL DUTIES

1. Direct and manage the operations of the Town: provides direction for all Town functions; supervise all Department Heads and administrative staff; hire, train, evaluate performance and discipline Department Heads and oversee this process for all Town employees through Department Heads, except for the Police Department and Madeline Island Public Library; oversee and participate in the resolution of inquiries and complaints from the public and other organizations; and establish, monitor and evaluate progress toward goals and objectives of the Town Board and administration.
2. Establish when necessary administrative procedures to increase the effectiveness and efficiency of Town government according to best practices in local government not inconsistent with the directives of the Town Board.
3. Serve as staff liaison for all Committees, Boards and Commissions of the Town, except as specified by the Board or Wisconsin State Statutes.
4. Keep informed concerning the availability of federal, state, county and local funding sources for local programs and prepare monthly grant reports to the Town Board. Assist Department Heads, Committees, Boards and Commissions and the Town Board in obtaining these funds that meet Town priorities, goals and plans under the direction of the Town Board.
5. Represent the Town in matters involving legislative and inter-governmental affairs as authorized and directed as to that representation by the Town Board. Serve as primary staff contact to Town's attorneys; work with attorneys and Town Clerk to respond to and handle personal and confidential matters.
6. Establish and maintain procedures to facilitate communications between citizens and Town government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are

expeditiously resolved.

7. Promote the well-being of the Town through public and private-sector cooperation with various entities.
8. Facilitate problem solving at all levels in the organization: work with Department Heads to ensure effective coordination and cooperation among departments; coordinate the continuous review of interdepartmental processes for quality improvement in coordination with Elected Officials, the Town Clerk and Town Treasurer, volunteers and Committees, Commissions and other Boards.
9. Ensure that all Town plans and programs, including the Comprehensive Plan and Emergency Operations Plan, and the Safety Program, are monitored and updated regularly.

(B) RESPONSIBILITIES TO THE TOWN BOARD

1. Attend all meetings of the Town Board, assisting the Town Board as required in the performance of its duties; brief Board members on pending agenda items and other Town issues; respond to inquiries and provides Board members with information on the status of Town operations and projects; provide analysis as needed to assist the Board to make informed policy decisions.
2. In coordination with the Town Chairman, the Town Board members, the Town Clerk and other staff, ensure that appropriate agendas are prepared for all meetings of the Town Board, and all other appropriate Committees, Boards and Commissions of the Town, together with such supporting material as may be required. Ensure that all meetings are properly noticed.
3. Conduct regular and periodic reviews of existing Town ordinances and update as necessary. Prepare and/or assist in the preparation of ordinances and resolutions as requested by individual Supervisors or the Town Board, or as needed.
4. Keep the Town Board regularly informed about the activities of the administrator's office by written reports in advance of all regular and special meetings of the Town Board. Every report should include a list of current projects and progress on those projects.
5. Perform financial and managerial analyses for the Town Board pertaining to Town operations and programs under consideration; gather information relevant to topic; evaluate data and make recommendations based on findings; prepare reports and make presentations to the Town Board and other interested parties.
6. Oversee operations of all Town Departments: serve as a liaison between the Town Board and Department Heads, keeping the Town Board apprised on departmental activities; assist department with resolution of problems requiring the attention of Town management; monitor and evaluate progress of department toward the goals and objectives of the Town Board and administration.

7. Ensure that Town buildings and facilities are adequately maintained and meet health, environmental and security standards and regulations, and that computer systems and software are appropriate, current and secure.

(C) PERSONNEL

1. Provide the administrative direction and coordination of all employees of the Town, except for the Police Department and Madeline Island Public Library, according to the established organization procedures.
2. Respond to employee requests, concerns or grievances in a timely and professional manner.
3. Recommend to the Town Board the appointment, promotion, and when necessary for the good of the Town, the suspension or termination of Department Heads.
4. Facilitate internal and external communication throughout all levels of the Town: conduct meetings with Department Heads and key management staff; focus individual department efforts on the overall goals and objectives of the Town.
6. Serve as personnel officer for the Town:
 - Keep and maintain complete and current personnel records, including specific job descriptions, for all Town employees on the Town's payroll system.
 - Evaluate the performance of newly hired Department Heads at the end of their probation period, and after that, once per year.
 - Ensure that all employees receive a performance evaluation by their immediate supervisor on a yearly basis.
 - Approve vacation, personal leave, comp time and sick day requests for Department Heads.
 - Recommend salary and wage scales for Town employees as part of the budget process.
 - Supervise the Town Safety Programs and assure that Town employees have proper working conditions.
 - Work closely with Department Heads to promptly resolve personnel problems or grievances.
 - Oversee all aspects of personnel and benefits administration including evaluation, discipline, pay and wage recommendations, health insurance, retirement, flex benefit, life and disability and comp time.
 - Review the Town's personnel policy on a yearly basis and revise/update as needed.
 - Develop and maintain policies/procedures for each of the following groups: Volunteers, Elected Officials, and Committee, Board and Commission members.
7. Work closely with Department Heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills. Act as the approving authority for requests by Department Heads to attend conferences, meetings,

training schools, etc., provided that funds have been budgeted for these activities.

(D) BUDGETING AND PURCHASING

1. Be responsible for the preparation of the annual Town budget, in accordance with guidelines as provided by the Town Board in coordination with Department Heads, and pursuant to State Statutes; review departmental budget requests for all Town functions for inclusion in the administrative recommendation to the Board; coordinate the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.
2. Conduct a continuous review of Town expenditures throughout the fiscal year to ensure that Department Heads are operating within their budgets. In collaboration with Department Heads, recommend to the Town Board measures to ensure a balanced budget including cost controls, service levels, and budget compliance measures, and implement as approved.
3. Be responsible for the preparation and monitoring of the Capital Improvement and Capital Equipment plans.
4. Oversee the work of the Finance Department and serve as the primary staff responsible for administering and monitoring the budget and answering budget inquiries of staff and elected officials.
5. Report at each Town Board meeting on the current fiscal position of the Town;
6. Supervise the accounting system of the Town and insure that the system employs methods in accordance with current professional accounting practices;
7. Assist in preparation for annual Financial Year End Audit and other audits, such as Work Comp Audit; meet with the auditors to review the results and report any problems to the Town Board; work with Town staff to improve the Town's future audit position
8. Serve as the purchasing agent for the Town:
 - Supervise all purchasing and contracting for supplies and services, subject to the purchasing policies established by the Board, and Wisconsin Statutes;
 - Review and recommend approval of all purchase orders
 - Prepare and monitor associated purchase of service contracts, leases, and other agreements of the Town
 - Ensure that Certificates of Liability, Hold Harmless/Indemnification, Certificates of Regulatory Licensing and Permit Compliance, Certificates of Insurance (General liability, Worker's Compensation and Vehicle), and W-9s have been submitted and are up to date.
 - Oversee the engagement of vendors through preparing Requests For Proposals or bid requests, review the bids or proposals and make recommendations to the Town Board.
 - Ensure that contracts, leases and other agreements are reviewed and updated on a regular

basis and approved by the Town Board.

- Use state or combined purchasing to reduce Town costs whenever possible
- Participate in the selection of contractors/consultants; interface with and monitor the contractors/consultants to ensure timely and quality completion of the project; facilitate cooperation with the project throughout the organization; and provide information and support as needed.

(E) PUBLIC WORKS AND PLANNING DEVELOPMENT

1. Coordinate special projects for the Town, including the planning, design, implementation and evaluation of construction/renovation projects; management studies, introduction of new programs and services; identify and ensure proper allocation of financial, material and human resources committed to the project; formulate solutions and resolve problems; facilitate implementation of the project; and provide administrative support to the project as needed.
2. Assist the Town Board with strategic and long-range planning for the Town; participate in planning efforts at the local and regional level; keep Town Board apprised of developments at the state and federal level that impact the Town; monitor impending legislation for impact on the Town; oversee compliance with new legislation.

(F) QUALIFICATIONS:

Minimum Education and Experience

- Bachelor's degree in Business Administration, Public Administration, Community Planning or related field with a minimum of three years direct employment experience. A preference will be given for strong accounting and budgeting skills.
- Have or obtain a valid Wisconsin Driver's license
- Proficiency in general accounting principles, public finance, municipal accounting and budgeting
- Experience in project planning and development
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various contractors
- Demonstrated experience in successfully managing employees
- Demonstrated experience in leadership.

Work Environment/Physical Demands

Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. There are times when he/she may be the only one in the office and must answer phones and provide service to the public or staff. At times it is necessary to leave this office setting to transport documents or complete errands in conjunction with Town business. He/She must be willing to travel long distances to attend meetings, seminars, conferences and workshops. Additionally, the Administrator must keep abreast of issues by attending legislative votes, court proceedings or other setting that directly impacts the Town's position.

Interaction with other Department/Staff

This position must interact and openly communicate with all staff on a regular basis. The Administrator must always maintain an open and honest dialogue with Department Heads to ensure adequate communication of work priorities.

Transfer or Assumption of Duties in Absence or Incapability

In the event that the Administrator shall be absent from the Town or incapable of discharging such duties and responsibility for any reason, his/her designee shall oversee that the needs of the position are met for the durations of any absence longer than two days.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of the Town Administrator for the Town of La Pointe.

Employee Signature

Date